

From: [REDACTED], DOH
Sent: Wednesday, February 15, 2012 11:08 AM
To: DOH; [REDACTED]
Cc: [REDACTED], DOH; [REDACTED], DOH; [REDACTED], DOH; [REDACTED], DOH; [REDACTED], DOH
Subject: FW: Brochures and other materials

See Maggi Gallaher's e-mail message as follows:

By the end Wednesday, February 15, I need all bureaus, regions and local offices to remove from client areas all informational materials that have not been reviewed and approved by the Secretary's office. Those that are approved should all have the current DOH logo on them. If there is not a current DOH logo on the material, remove it.

Please have your clerks check all information materials in client waiting areas to ensure that the current DOH logo is on them. If not, remove them. [REDACTED]

From: Gallaher, Maggi, DOH
Sent: Tuesday, February 14, 2012 7:05 PM
To: DOH-PHD Leadership Team; DOH-DNS
Cc: Torres, Catherine, DOH; Barabe, Aimee, DOH
Subject: Brochures and other materials

An incident today brought to light that there are outdated materials in PHD offices. We need to assure that all brochures, pamphlets and any other informational materials that are available to DOH clients are reviewed and approved and have the current DOH logo on them.

By the end Wednesday, February 15, I need all bureaus, regions and local offices to remove from client areas all informational materials that have not been reviewed and approved by the Secretary's office. Those that are approved should all have the current DOH logo on them. If there is not a current DOH logo on the material, remove it.

Any materials that have not been reviewed and approved that staff/programs would like to continue using should be submitted to the Director's office for review and approval before they are made available to clients. All materials approved under prior administrations need to be approved by the current administration. We will develop a process to review these materials quickly.

By the end of this week, all offices in PHD also need to scour closets, storage areas, etc to gather any and all outdated brochures, pamphlets or other educational materials that may have been used in the past or that have a prior DOH logo. These should be put in a secure place until we give further direction on what is to be done with those materials.

I thank you for your assistance in addressing this issue quickly.

maggi

Maggi Gallaher, MD, MPH
Medical Director
Acting Division Director
Public Health Division